

**TEXAS A & M UNIVERSITY**  
**DEPARTMENT OF RESIDENCE LIFE – UNIVERSITY APARTMENTS**  
**DAILY GUEST APARTMENT RENTAL CONTRACT**

This contract is an agreement between Texas A&M University (“TAMU” or “University”), a member of the Texas A&M University System, an agency of the State of Texas, and the Responsible Guest named below. This contract may be terminated only under the conditions specified herein. Responsible **Guests should carefully read this contract.** Upon execution by the Responsible Guest this becomes a binding contract between the Responsible Guest and TAMU.

Beginning on \_\_\_\_\_ and ending on \_\_\_\_\_, I the undersigned agree to rent the fully appointed guest apartment located at  
(Date) (Date)

\_\_\_\_\_, College Station, TX 77840, at the rental rate of \$ \_\_\_\_\_ per night.

Responsible Guest Information

Guest Last Name: \_\_\_\_\_ Guest First Name: \_\_\_\_\_ Guest Middle Initial: \_\_\_\_\_

Permanent Mailing Address \_\_\_\_\_

Permanent Phone Number: \_\_\_\_\_ Other Phone Number: \_\_\_\_\_ I.D. Type & Number: \_\_\_\_\_

Sponsor Approved Guest Information (IF APPLICABLE)

Guest 2 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Relationship: \_\_\_\_\_

Guest 3 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Relationship: \_\_\_\_\_

Guest 4 Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Relationship: \_\_\_\_\_

Sponsoring Department Information

Sponsoring Department: \_\_\_\_\_ Sponsor Name: \_\_\_\_\_ Sponsor Phone Number: \_\_\_\_\_

**1. RESPONSIBLE GUEST ELIGIBILITY:**

A Responsible Guest is an individual affiliated with TAMU, who is sponsored by a Department, Office, Program, Center or other entity of TAMU and has provided written verification of sponsorship prior to occupancy. The Responsible Guest is responsible for all housing charges and the actions of all Sponsor Approved Guests.

**2. APARTMENT OCCUPANCY:**

The apartment must have at least one adult Responsible Guest (18 years of age or older) residing in the apartment during the entire term of occupancy. A maximum of two adults and two children per apartment unit is permitted. The only persons who may occupy the apartment are the Responsible Guest and the Sponsor Approved Guests.

**3. TERMS OF RENT AND DAMAGE PAYMENTS:**

**Daily rent** is due at time of occupancy and must be paid in full for all days rented. If occupancy is extended beyond the originally agreed upon number of days, then the additional daily rental charges are due at the time the extension is granted. Checks are to be made payable to TAMU Fiscal Department. Any damage charges due to damages found after check-out will be mailed to the “Responsible Guest” listed above and will be due upon receipt. Please mail payments promptly to: University Apartments, 202 Charles Haltom Avenue, 3365 TAMU, College Station, Texas, 77843-3365. The “Sponsoring Department” may be billed if the “Responsible Guest” fails to make payments.

**4. CHECK-IN AND CHECK-OUT:**

Guests must check-in and check-out at the University Apartments office located in the Community Center. Check-in time is after 2:00 pm, but before 8:00 pm. Check-out time is before 12:00 noon. The Community Center office is open from 8:00 am until 5:00 pm, Monday through Friday. Guests requiring check-in or check-out at a different time should make arrangements in advance with the staff at the Community Center office by calling (979) 845-2261 during normal business hours.

**5. UTILITIES AND SERVICES:**

TAMU will furnish the following utilities and services without extra charge to guests: Electricity, hot and cold water, sewer, garbage collection, basic cable service, local telephone service, furniture, microwave, coffee maker, pots, pans, dishes, cups, dining utensils, telephone, apartment cleaning and linen service every other day, and one apartment key. Long distance telephone service is accessible by utilizing a personal calling card. One extra apartment key may be checked out upon request if two adult (18 years of age or older) guests are residing in the apartment.

**6. TERMINATION OF OCCUPANCY BY TEXAS A&M UNIVERSITY:**

Texas A&M University may immediately terminate the guest’s right to occupancy in accordance with State Laws and University Rules under the following conditions: When a guest fails to pay rent or other charges when due; when a guest fails to comply with all terms and conditions of occupancy herein outlined; when a guest violates Federal, State or Local laws, or TAMU or Department of Residence Life Rules or Regulations; or if the Director of Residence Life (or designee) believes the continued presence of a guest in the University Apartments poses a significant danger to persons or property or presents a threat of disrupting the normal operations of the University Apartments.

**7. RULES AND REGULATIONS:**

Guests at the University Apartments are responsible for abiding by all Federal, State and local laws, all Texas A&M University Rules, all rules and procedures outlined in this contract, and other published rules and procedures set forth by the Department of Residence Life. A copy of the *TAMU University Apartments Resident Handbook* will be given to guests upon check-in for reference. It is expected that all guests respectfully comply with the directions of University officials who are acting in the official performance of their duties and responsibilities. This includes, but is not limited to producing valid identification and changing behavior when asked. The following is a listing of some of the rules at Texas A&M University and the University Apartments:

- o **ALCOHOL:** Alcohol may be consumed in the apartment by guests of legal age. Alcohol is not allowed any public or outdoor area of the University Apartments.
- o **AUTOMOBILES:** Guests must purchase a parking permit from the Transportation Services (TS) Department and park in a designated parked space.
- o **CHILDREN:** University Apartments requires that parents or caregivers supervise children under the age of 12 at all times. All staff members are required to abide by Texas reporting laws for abusive and neglectful supervision. Texas family code defines neglectful supervision as placing a child in or failing to remove a child from a situation that requires judgment or actions beyond the child’s level of maturity, physical condition, or mental abilities.
- o **MAINTENANCE:** Guests should notify the University Apartments Office (845-2261) immediately to correct any damages or to provide any needed repairs.
- o **PETS/SERVICE ANIMALS:** Cats, dogs, or other pets/animals are not permitted in the University Apartments. The only exceptions are service animals.
- o **SAFETY DEVICES:** Smoke detectors have been installed in each sleeping area and in the living room or dining area. Tampering with these units by removing them from where they are installed, attempting to remove the power cell or any other modification will disable the unit. Guests will be charged for repairs and may be removed from the University Apartments immediately if caught tampering with these devices.
- o **SMOKING:** TAMU is a smoke free campus. Smoking is not permitted in any indoor space of the University Apartments.
- o **TRASH:** Dumpsters are located in most parking areas. Please dispose of trash properly.

**8. REPRESENTATIVES AND WAIVERS:**

Although reasonable steps are taken to maintain all university facilities and grounds and to provide adequate security, Texas A&M University is not liable for the loss of or damage to personal property, or for any personal injury (including death, rape or assault), caused by acts of nature, fire water, smoke, utility or equipment malfunctions, or caused by the negligent conduct or acts of any student resident, family member, guest or invitee of any student resident, which occur in its buildings or on its grounds, prior to, during or subsequent to the period of this contract. The University only carries insurance on University owned buildings and property.

**9. MISCELLANEOUS PROVISIONS:**

The University has the right to determine when provisions of this agreement are violated and to determine the appropriate course of action. If any section or subsection of this contract is ruled to be illegal or invalid, this will not affect the validity or enforceability of the remaining provisions of the contract.

**10. SIGNATURE AND CERTIFICATION:**

I certify that I have read and accept this Daily Guest Apartment Rental Contract including all of the terms and conditions of occupancy.

Guest Signature: \_\_\_\_\_ Date: \_\_\_\_\_